

**LOS ANGELES COUNTY– DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 4  
DOWNTOWN MENTAL HEALTH CENTER  
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY  
STAFF ASSISTANT I**

Downtown Mental Health Center is an adult outpatient clinic located in the Los Angeles Downtown area with an opening for a Staff Assistant I.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provides oversight of the clerical support and the financial workers teams.
- Provides oversight of the clinic's building, facilities and inspections.
- Provides oversight of the timekeeping function.
- Tracks the accuracy and timely execution of various inventory reports.
- Is assigned as one of the clinic's Local User Administrators and an IBHIS super user.
- Trouble-shoots challenges that may arise in the clerical or financial daily operations.
- Recommends improvements in clinic's procedures.
- Assists the Program Head in the preparation of various audits, data gathering, data analysis, Medi-Cal Certification process and other special projects.

**DESIREABLE QUALITIES:**

- Experience in supervising a large team in a clinic environment.
- Ability to be flexible with evolving programs and work duties.
- Strong interpersonal skills with the ability to work and communicate effectively with clinic's staff, County employees, community agencies and consumer partners.
- Good time management skills including a good understanding of IBHIS.
- Experience creating Excel documents and other spreadsheets.

This is restricted to individuals currently holding the title of Staff Assistant I.

Interested individuals are encouraged to fax or email their resume, their most recent two Performance Evaluations and their Master Time Card for the past 2 years by March 12, 2015, to:

**Nahed Guirguis, LCSW  
Program Head, Downtown Mental Health Center  
Fax: (213) 895-6263  
[nguirguis@dmh.lacounty.gov](mailto:nguirguis@dmh.lacounty.gov)**

